VERSION DESCRIPTION DOCUMENT FOR THE CONSOLIDATED AGENCY PERSONNEL/PAYROLL SYSTEM

Release 4.4

PrISMS Contract

September 2000

National Aeronautics and
Space Administration

George C. Marshall Space Flight Center
Huntsville, AL 35812

VERSION DESCRIPTION DOCUMENT FOR THE
CONSOLIDATED AGENCY PERSONNEL/PAYROLL SYSTEM
RELEASE 4.4

Submitted by

_____
Jacky Davis   Date
Technical Area Lead

Reviewed by

CSC

_____   _____
Jim Joyner   Date   Jim Cofer   Date
Agencywide IRM, HR   Configuration Management

_____   _____
Hector Garcia   Date   Richard Bishop   Date
Agencywide IRM   DBA

Prepared by

Computer Sciences Corporation, Contract NAS8-60000

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLLE, ALABAMA

September 2000

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CONSOLIDATED AGENCY PERSONNEL/PAYROLL SYSTEM
RELEASE 4.4**

Approved by

_____
Sheila Fogle   Date
Consolidated Center
Project Manager

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
HUNTSVILLE, ALABAMA

September 2000

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1.0 <u>INTRODUCTION</u>

This Version Description Document (VDD) describes the changes and installation procedures for this release of the Consolidated Agency Personnel/Payroll System (CAPPS). This section identifies the release, describes its purpose, defines its scope, and identifies its contact points.

1.1 IDENTIFICATION OF THE RELEASE

This software release is identified as CAPPS, Release 4.4 and has an effective release date of September 1, 2000. Support of the previous release expires 30 days after the scheduled release date. This release must be implemented before processing center submissions for pay period ending August 26, 2000.

1.2 PURPOSE OF THE RELEASE

This release implements modifications necessitated by the following Change Control Request (CCRs):

98000001 (CR)   Insert 'ZLM' for the current appointment authority code in the OPM status file instead of '***'.

99000006 (CR)   Modify process job "Accept Input from NDM" to not accept the schedule type that is entered to process the RPT818 File.

20000001 (CR)   Change awards NOACs in accordance with new codes instituted by OPM.

20000004 (CR)   Change current appointment authority codes that no longer are valid to 'ZLM' in the OPM status and dynamics flat files.

20000005 (CR)   Change a blank award amount for NOAC 819 to zeroes in the OPM dynamics flat file.

20000006 (CR)   When pay rate determinate is '5', '6', or 'M', change a blank locality pay amount to zeroes in the OPM status and dynamics flat files.

1.3 SCOPE

This release provides the functional and technical user of CAPPS with information regarding the contents, status, and structure of Release 4.4, including the following:

- Changes implemented since release 4.3.

- Validation procedures to ensure the reliability of release changes.

- References to other documentation affected by this release.

- Detailed software installation instructions.

No waivers are associated with this release.

1.4 CONTACT POINTS

Sustaining Engineering for CAPPS is provided through the Consolidation Center (CC) located at Marshall Space Flight Center (MSFC). Questions regarding the function and/or the technical aspects, as well as the installation of this release, should be directed to:
      The NACC Technical Services Center (Use following Key Words: SESAAS & CAPPS)
                  Telephone: (256) 544-8441
                  E-Mail: jacky.davis@msfc.nasa.gov
                  FAX: (256) 544-1836

2.0 <u>**FUNCTIONAL INFORMATION**</u>

This section includes details regarding functional changes, functional interfaces, critical issues, affected documents, and application system administration.

2.1 FUNCTIONAL CHANGES

N/A

2.2 FUNCTIONAL INTERFACES

N/A

2.3 CRITICAL ISSUES

N/A

2.4 AFFECTED DOCUMENTS

User and Operations Guide (UOG).

2.5 APPLICATION SYSTEM ADMINISTRATION

Application system administration changes associated with this release are discussed in Appendix D, Installation Instructions.

3.0 TECHNICAL INFORMATION

This section includes details regarding technical system interfaces, data dictionary changes, software object changes, and database administration activities.

3.1 TECHNICAL SYSTEM INTERFACES

This section describes changes to the CAPPS interfaces with NPPS and Office of Personnel Management (OPM).

3.1.1 NPPS Interface

N/A

3.1.2 OPM Interface

There are no changes to the OPM interface with this release.

3.2 DATA DICTIONARY CHANGES

There are no data dictionary changes.

3.3 SOFTWARE OBJECT CHANGES

Modules affected by this release are included in Appendix D, Section 2.2.

3.4 DATABASE ADMINISTRATION

This section describes the database administration activities for installation of this release.

3.4.1 Release Dataset Names

Refer to Appendix D, Introduction Section, for the release dataset names.

3.4.2 Inventory of Objects

Refer to Appendix D, Paragraph 2.1, for an inventory of Natural object types.

3.4.3 Storage Considerations

The changes represented by this release should not affect storage requirements.

3.4.4 <u>Installation Procedures</u>

Refer to Appendix D, Installation Instructions for CAPPS Software Release 4.4 for detailed software installation procedures.

3.5 OPERATIONAL PREPARATION

Refer to the procedure described in Section 3.4.4 for assistance in preparing for proper installation and operational use of this release.

4.0 <u>KNOWN AND OPEN PROBLEMS</u>

The are no known or open problems related to this release.

APPENDIX A
ABBREVIATIONS AND ACRONYMS

ABBREVIATIONS AND ACRONYMS

BJS   Batch Job Submitter

CAPPS   Consolidated Agency Personnel/Payroll System

CC   Consolidation Center

CCR   Change Control Request

CR   Change Request

DR   Discrepancy Report

FAX   Electronic Facsimile Transmission

HQ   NASA Headquarters

ICD   Interface Control Document

JCL   Job Control Language

MSFC   Marshall Space Flight Center

NASA   National Aeronautics and Space Administration

NDM   Network Data Mover

NPPS   NASA Personnel/Payroll System

OPM   Office of Personnel Management

SESAAS Sustaining Engineering Services for Agency-wide Administrative
          Systems

SRS   System/Software Requirements Specification

UOG   User and Operations Guide

VDD   Version Description Document

APPENDIX B
GLOSSARY

GLOSSARY

Database Administration

Responsibility for maintaining the physical database environment.

Implementation

The process by which a NASA site installs a software release and places it into operational use.

Operational Preparation

Preparation by a NASA site for installation and use of an application release.

System Administration

Responsibility for administrative functions such as application security and table data maintenance associated with an application.

APPENDIX C
FUNCTIONAL CHANGE VALIDATION PROCEDURES

FUNCTIONAL CHANGE VALIDATION PROCEDURES

Index of validation procedures for changes in this release.

Details for the validation procedures are listed below:

1.0 CCR Number 98000001: Current Appointment Authority Incorrect

CAPPS has been inserting asterisks for the current appointment authority in the OPM status file.

Description of Enhancement

Asterisks have been replaced by 'ZLM' for the current appointment authority.

Functional Impact

There is no functional impact as a result of this CCR.

- **Test Procedures**

  Records must exist on CAPPS-INPT-STS-FILE that have:

  - FSCDTE value greater than 198201 (YYYYMM)
  - EMPL-HIRE-LGL-ATHRTY1-CODE value of spaces

  Execute CAPPS for a pay period (last of the month).

- **Validation Procedures**

  Examine the OPM status file (CAPPS-OPM-STS-FILE). Verify that field EMPL-OPM-HIRE-LGL-ATHRTY1-CODE has a value of 'ZLM' for the test records.

2.0 CCR Number 99000006: The "Accept Input from NDM" Needs to Be Modified Not to Accept the RPT818

NPPS no longer is sending the RPT818 file.

Description of Enhancement

The Schedule CP00001 screen has been modified not to accept the schedule type option for the RPT818 File. The RPT818 line has been removed from the help window for the Schedule CP00001 screen.

Functional Impact

There is no functional impact as a result of this CCR.

- **Test Procedures**

    From the Schedule Process screen, select "ACCEPT INPUT FROM

- **Validation Procedures**

    From the Schedule CP00001 screen:

    - Verify that "8 = RPT818 FILE" is not available as an option.
    - Enter an '8' in the command line. This was the schedule type option for the RPT818 file. Verify that an "Invalid Schedule Type" message is returned.
    - Select the HELP option (PF1). Verify that "8 = RPT818" is not present on the help pop-up window.

3.0 CCR Number 20000001: New NOAC Codes for Awards

Change award NOACs in accordance with new codes instituted by OPM. Eliminate passing values from CAPPS for award group and award benefit amount.

Description of Enhancement

Changes have been implemented to accept the new NOACs and to blank the award group and award benefit amount.

Functional Impact

There is no functional impact as a result of this CCR.

- **Test Procedures**

    The transaction file that is input to job 1 (CP00001) must have records for the new award NOACs and with values for award group and award benefit amount. The new NOACs are:

840, 841, 842, 843, 844, 845, 846, 847

Execute CAPPS for a pay period (last of the month).
Execute CAPPS for a monthly run.

- **Validation Procedures**

  After running for the pay period, verify that the test records on CAPPS-OPM-TX-FILE have spaces for AWDGRP and AWARD-OPM-BNFT-AMT.

  After running the monthly, examine the OPM dynamics flat file. Verify that the test records have spaces for award group and award benefit amount.

4.0 CCR Number 20000004: Current Appointment Authorities That No Longer Are Valid

Current appointment authority codes that no longer are valid need to be changed in the OPM status and dynamics flat files.

Description of Enhancement

The invalid current appointment authority codes have been changed to 'ZLM'.

Functional Impact

There is no functional impact as a result of this CCR.

- **Test Procedures**

  Records must exist on the CAPPS-OPM-STS-FILE and CAPPS-OPM-TX-FILE that have the old values for current appointment authority code 1. The old values are:

  ADM, CRK, CRN, JVM, J8P, J8R, J8V, KBM, MVM, N2M, N7M, WQM, WPM, WSM, WVM, WWM, W5M, YAM, YLM, ZOM, 101, 510

  Execute CAPPS for a pay period (last of the month) and a monthly.

- **Validation Procedures**

  After running the monthly, examine the OPM status and dynamics flat files. Verify that the records that had the old codes for current appointment authority 1 now have 'ZLM' for current appointment authority.

5.0 CCR Number 20000005: Dynamics File – Blank Award Amount for NOAC 819

A blank award amount for NOAC 819 needs to be changed to zeroes in

the OPM dynamics flat file.

Description of Enhancement

When a NOAC 819 has a blank award amount, the amount has been changed to zeroes.

Functional Impact

There is no functional impact as a result of this CCR.

- **Test Procedures**

  Records must exist on the CAPPS-OPM-TX-FILE that have a blank award amount for NOAC 819.

  Execute CAPPS for a pay period (last of the month) and a monthly.

- **Validation Procedures**

  After running the monthly, examine the OPM dynamics flat file. Verify that the records for NOAC 819 that had a blank award amount now have zeroes for award amount.

6.0 CCR Number 20000006: Dynamics and Status File – Blank Locality Pay

A blank locality pay for pay rate determinate '5', '6', or 'M' needs to be changed to zeroes in the OPM dynamics and status flat files.

Description of Enhancement

When pay rate determinate '5', '6', or 'M' has a blank locality pay, the amount has been changed to zeroes.

Functional Impact

There is no functional impact as a result of this CCR.

- **Test Procedures**

  Records must exist on the CAPPS-OPM-STS-FILE and CAPPS-OPM-TX-FILE that have a blank locality pay for pay rate determinate '5', '6', or 'M'.

  Execute CAPPS for a pay period (last of the month) and a monthly.

- **Validation Procedures**

  After running the monthly, examine the OPM status and dynamics flat files. Verify that the records for pay rate determinate '5', '6', or 'M' that had blank locality pay now have zeroes for locality pay.

APPENDIX D
INSTALLATION INSTRUCTIONS
FOR CAPPS SOFTWARE RELEASE 4.4

INSTALLATION INSTRUCTIONS AND CHECKLIST
FOR CAPPS SOFTWARE RELEASE 4.4

Introduction

Release information:

System Name: CAPPS
Release Number: 4.4
Release Date: September 1, 2000
Effective Date: September 1, 2000
Release Implementation Date: This release must be implemented before processing center submissions for pay period ending 08/26/2000.

The following datasets have been distributed to the operational support DBA:

- MSMOV.CAPPS.PROD.REL440.REL0800.SRC
- MSMOV.CAPPS.PROD.REL440.REL0800.DOC

Person to notify in case of installation problems:

Jacky Davis   (256) 544-8441
Rick Bishop   (256) 544-5352
FAX Number   (256) 544-1836

Installation Sequence

The sequence in which the installation of this release should occur is provided in the following list. A checklist is provided in Section 9.0 to assist in tracking the installation of this release.

1.0   Back Up Existing Data
2.0   Copy Source/Object Code
3.0   Pre-Predict Data Conversion
4.0   Install Predict
5.0   Catalog Source Code
6.0   Post-Predict Data Conversion
7.0   Perform Release-Specific Procedures
8.0   Local JCL Mods
9.0   Installation Checklist

1.0 Back Up Existing Data

It is advisable to back up all CAPPS files as a precautionary measure prior to installation.

2.0 Copy Source/Object Code

2.1 Copy Source Code

Load the CAPPS source library from dataset MSMOV.CAPPS.PROD.REL440.REL0800.SRC. The source programs were unloaded using the Natural utility NATUNLD. The programs will be loaded to the application library CAPPS, replacing any existing programs of the same name. The source module counts included in this release are listed below:

Natural Source Modules by Type	Count
GLOBAL DATA AREA	0
LOCAL/PARAM DATA AREA	0
MAPS	1
HELP ROUTINES	0
SUBROUTINES	0
SUBPROGRAMS	0
PROGRAMS	5
COPYCODE	0
TEXT	0
PROCESS	0
MISCELLANEOUS OBJECTS	0
Total:	6

2.2 LIST OF SOURCE CODE MODIFICATIONS

The following are the modules modified.

CAPM0001	Schedule CP00001 screen	(M)
CAPP1100	Schedule Batch Job CP00001 ("Accept Input")	(P)
CAPP2110	Store CAPPS-INPT-TX-FILE non-transfer data on the CAPPS-OPM-TX-FILE	(P)
CAPP2200	Store CAPPS-INPT-STS-FILE data on the CAPPS-OPM-STS-FILE	(P)
CAPP3100	Generate OPM Transaction Extract File	(P)
CAPP3210	Create the OPM Status Extract File	(P)

2.3 Copy Object Modules

Not applicable with this release.

3.0   Pre-PREDICT Data Conversion

Not applicable with this release.

4.0   PREDICT Installation

Not applicable with this release.

5.0 Catalog Source Code

Run a batch job to catalog (CATALL) all modules in the CAPPS or other named library. It is not necessary to catalog the Global Data Area. Standard parameters should be used for the compile.

After all objects are compiled, the CAPPS application will run under standard parameters.

6.0 Post-PREDICT Data Conversion

Not applicable with this release.

7.0 Perform Release-Specific Procedures

The following sections are Release-Specific Installation Procedures needed for this release.

7.1 Update BJS JCL

Not applicable with this release.

7.2 Update Release Number

Update the CAPPS release number. This number is maintained in SYSTABLES and is displayed on the CAPPS logo screen.

The following is a list of steps to update the CAPPS release number.

    1.   Execute program CAPP1525 from the Natural Command line.

    2.   Enter "04.40.00" when the program requests the release number.

    3.   Verify that the correct release number is displayed by viewing the CAPPS logo screen after logging on to CAPPS.

8.0 Local JCL Mods

There are no local JCL mods with this release.

9.0 Installation Checklist

1.0	Back Up Existing Data
2.1	Copy Source Code
5.0	Catalog Source Code
7.2	Update Release Number